

Position summary

You are a member of an awesome team of people whose main goal is to greet members and first time guests at the north foyer door and make them feel welcome at Redwood Park Church. *“Always be eager to practice hospitality”* Romans 12:13

What do I do?

- You are strongly encouraged to come to our pre-service prayer time. We come to pray together to be empowered by the Holy Spirit so He can work in and through us in everything we do.
 - 1st service: 9 am in the Auditorium
 - 2nd Service: 11 am in the KitchenIf something unexpected comes up that prevents you from coming, please keep your commitment to serve by arriving at least 20 minutes before your scheduled shift.
- Report to the Info Desk to pick up your Host Badge and door tie back. You can also check out the Sunday Bulletin and Events tab in the Info Desk binder for the latest information.
- Decide with other foyer host who will be the Rover that checks in with the Info Desk if they need help directing people.
- Check the foyer for anything that is out of place or needs tidying.
- Tie back the inside door so it stays open (only in warm weather) and remove it when bulk of guests have arrived.

As guests arrive:

- Greet everyone with a friendly hello. Hand shakes are optional.
- Keep an eye on those who may look lost or need assistance. Direct new guests to Info Desk or Café for a free beverage!

When service starts:

- Close the outer auditorium doors
- Return the door tie to the Info Desk (if not already done so)
- Wait about 10 after service starts to greet late arrivals

After the service:

- Feel free to stay in the lobby and greet people with a friendly goodbye
- Return your Host badge to the Info Desk

Service times:	Fall/Winter/Spring Service	9:30 am and 11:30 am
	Summer Service	10:30 am
	Special services as announced	

My commitment

We expect you to be committed to the Mission, Vision and Values of Redwood, Park Church and follow our policies, be friendly, dress appropriately, and be able to anticipate visitors needs and help them. In return we will provide you with orientation, training, and on-going support.

Who is my contact?

Check with your team lead Linda Loubier: loubierlinda@gmail.com or send an email to:
gem@redwoodpark.org

Revised: Oct 15, 2018